

The Case Study Worksheets

WITHDRAWAL RECORD (WR)

Completed properly when a student withdraws, this document provides all the data needed to calculate refunds and repayments and organizes it so that it's easy to use.

WITHDRAWAL RECORD

1. Student Information

Name _____ Start Date _____ Withdrawal Date/LDA _____
 Social Security Number _____ Length of Enrollment Period _____ Date of W/D/LDA Determination _____

2. Program Costs

non-inst. Tuition/Fees	non-inst. Personal Living	TOTAL FOR PERIOD CHARGED ¹
Administrative Fee	Dependent Care	
Room & Board	Disability Costs	
Books & Supplies	Miscellaneous	
Transportation	Miscellaneous	
TOTAL Paid To Inst. Costs		TOTAL Personal Costs
TOTAL Paid To Inst. Costs		TOTAL Aid Paid To Inst. Costs
TOTAL Aid Paid to Cash		

3. Payments/Disbursements

DATE	SOURCE	Paid to Inst. Costs	Cash to Student	DATE	SOURCE	Paid to Inst. Costs	Cash to Student

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS: calculate as follows and round DOWN to the nearest 10%.

WEEKS REMAINING _____
 *for credit hour programs

HOURS REMAINING _____
 *for clock hour programs

LESSONS NOT SUBMITTED _____
TOTAL LESSONS IN PERIOD _____

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

Administrative Fee up to \$100 or 5%, whichever is less _____
 Documented Cost of Unreturnable Equipment _____
 Documented Cost of Reusable Equipment if not returned in good condition within 30 days of withdrawal _____

TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only) _____

Pro Rata/Federal Refund Institutional Costs _____

Total Institutional Costs _____ Total Excludable Inst. Costs _____

REFUND CALCULATION WORKSHEET

Completed using the figures from the WR, this Worksheet calculates unpaid charges and refunds, and can be used for nonpro rata refund policies (except the Federal Refund Calculation).

REFUND CALCULATION WORKSHEET

STEP ONE
Unpaid Charges

Total Institutional Costs (from Withdrawal Record) **A**
 Total Aid Paid to Inst. Costs² (also from Withdrawal Record) _____
 Scheduled Cash Payment (SCP) (attribution not allowable) _____
 Student's Cash Paid (from Withdrawal Record) _____

UNPAID CHARGES

STEP TWO
Amount Retained

Total Institutional Costs (from Withdrawal Record) **A**
 % Allowed to Retain³ (from refund policy being used) _____
 Initial Amount Retained _____
 UNPAID CHARGES (from Step One) _____

AMOUNT RETAINED

STEP THREE
Refund Amount

Total Paid to Institutional Costs (from Withdrawal Record) **D**
 Amount Retained (from Step Two) _____

REFUND AMOUNT TO BE DISTRIBUTED

REPAYMENT CALCULATION WORKSHEET

STEP ONE
Living Expenses Incurred

Room & Board	X	EXPENSES ACTUALLY INCURRED (from school's repayment policy)	=	
Books & Supplies	X		=	
Transportation	X		=	
Personal/Living/Misc.	X		=	
TOTAL COSTS	B	X	=	TOTAL INCURRED

STEP TWO
Cash Paid to Student

Total Aid Paid as Cash (from Withdrawal Record) **E**
 Cash Paid from FFEL/Direct Funds _____
TOTAL CASH DISBURSED

STEP THREE
Repayment Amount

Total Cash Paid to Student (from Step Two) _____
 Total Costs Incurred (from Step One) _____
REPAYMENT AMOUNT TO BE DISTRIBUTED

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT

- Federal Perkins Loan
- Federal Pell Grant
- FSEOG
- Other Title IV Aid Programs
- Other Federal, State, private, or institutional aid

REPAYMENT CALCULATION WORKSHEET

This Worksheet uses figures from the WR to calculate the repayment owed by the student.

PLUS, Pro Rata and Federal Refund Calculation Worksheets

Using The Withdrawal Record

Each case study begins with a Withdrawal Record (WR). Filled out properly, the WR easily organizes all the information needed to calculate refunds and repayments. The diagrams on these two pages describe how the WR is used and summarizes some important refund and repayment requirements. A blank WR and blank Worksheets appear on pp. 3-108 through 3-112, followed by two case studies showing the calculations of two regular (i.e., non*pro rata*) refunds and a repayment. The last three case studies are *pro rata* refund examples.

Length of Enrollment Period. Use the enrollment period for which the student was charged, in keeping with the following minimums. For term programs, the minimum enrollment period is the term. For nonterm programs longer than or equal to an academic year, the minimum enrollment period is either the payment period or one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, the minimum period is the program length.

Date of WD/LDA Determination. Generally, all SFA refunds must be completed within 30 days of the student's withdrawal. However, the school may not discover an unofficial withdrawal until well after that deadline. In such cases, the deadline for return of funds turns on the date of the school's determination.

WITHDRAWAL RECORD

1. Student Information

Name _____	Start Date _____	Withdrawal Date/LDA _____
Social Security Number _____	Length of Enrollment Period _____	Date of WD/LDA Determination _____

2. Program Costs

	non-inst.	inst.	non-inst.	inst.	
Tuition/Fees			Personal/Living		USE TOTALS FOR PERIOD CHARGED* TOTAL Inst. Costs: A TOTAL Noninst. Costs: B
Administrative Fee			Dependent Care		
Room & Board			Disability Costs		
Books & Supplies			Miscellaneous		
Transportation			Miscellaneous		

Total Institutional and Non-institutional Costs. School charges, such as tuition and fees, are treated differently from expenses that are not charged by the school. (For a discussion of what constitutes an institutional vs. a noninstitutional charge, see pg. 3-87.)

Aid Received.

This section records all aid and student payments received by the school, except work-study aid. For the loan programs, the amounts *received* are used (the origination and insurance fees are excluded). Refunds apply only to funds used to pay institutional charges (including student payments), while repayments deal only with aid that is disbursed directly to the student. Therefore, it's important to know which funds paid institutional costs and which were disbursed in cash (or check) to the student for noninstitutional costs. (If part of a payment went to the school while the remainder was disbursed to the student, the exact amount that went to each destination must be recorded.)

Aid Totals.

Total C should include **all** aid (not just SFA funds) paid to school charges. Total D should reflect **all** amounts (including student payments) paid to school charges. Total E should include **all** aid (not just SFA funds) paid to the student in cash.

3. Payments/Disbursements

DATE	SOURCE	Paid to Inst. Costs	Cash to Student	DATE	SOURCE	Paid to Inst. Costs	Cash to Student
(Exclude work-study awards.)							

TOTAL Aid Paid To Inst. Costs: **C**

TOTAL Paid To Inst. Costs: **D**

TOTAL Aid Paid as Cash: **E**

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS calculate as follows and round DOWN to the nearest 10%.

*For credit-hour programs:

WEEKS REMAINING =
TOTAL WEEKS IN PERIOD =

*For clock-hour programs:

HOURS REMAINING =
TOTAL HOURS IN PERIOD =

*For correspondence programs:

LESSONS NOT SUBMITTED =
TOTAL LESSONS IN PERIOD =

DO NOT use scheduled hours. Excused absences can count as hours completed.

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

*Administrative Fee (up to \$100 or 5%, whichever is less) +

*Documented Cost of Unreturnable Equipment +

*Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal) +

TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only): =

Pro Rata/Federal Refund Institutional Costs: = **A1**

Total Institutional Costs **A** - Total Excludable Inst. Costs =

Portion that Remains for Pro Rata. The "portion that remains" figure is needed for pro rata calculations.

Special Determinations for Pro Rata and Federal Refund Calculation. If a student qualifies for a pro rata or Federal Refund calculation, the excludable costs (according to the regulatory rules) are needed for a refund calculation.

WARNING: DO NOT use without the accompanying instructions!!

WITHDRAWAL RECORD

1. Student Information

Name	Start Date	Withdrawal Date/LDA
Social Security Number	Length of Enrollment Period	Date of WD/LDA Determination

2. Program Costs

inst.	non-inst.	Tuition/Fees	inst.	non-inst.	Personal/Living
		Administrative Fee			Dependent Care
		Room & Board			Disability Costs
		Books & Supplies			Miscellaneous
		Transportation			Miscellaneous

USE TOTALS FOR PERIOD CHARGED*

TOTAL Inst. Costs: **A**

TOTAL Noninst. Costs: **B**

3. Payments/Disbursements

DATE	SOURCE	Paid to Inst. Costs	Cash to Student	DATE	SOURCE	Paid to Inst. Costs	Cash to Student

(Exclude work-study awards.)

TOTAL Aid Paid To Inst. Costs: **C**

TOTAL Paid To Inst. Costs: **D**

TOTAL Aid Paid as Cash: **E**

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10%:

- For credit-hour programs:

$$\frac{\text{WEEKS REMAINING}}{\text{TOTAL WEEKS IN PERIOD}} = \dots\dots\dots$$
- For clock-hour programs:

$$\frac{\text{HOURS REMAINING}}{\text{TOTAL HOURS IN PERIOD}} = \dots\dots\dots$$
- For correspondence programs:

$$\frac{\text{LESSONS NOT SUBMITTED}}{\text{TOTAL LESSONS IN PERIOD}} = \dots\dots\dots$$

*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

- Administrative Fee (up to \$100 or 5%, whichever is less) +
- Documented Cost of Unreturnable Equipment +
- Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal) +

TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only):

Pro Rata/Federal Refund Institutional Costs: **A1**

A - =

Total Institutional Costs Total Excludable Inst. Costs



United States Department of Education
Student Financial Aid Programs

REFUND CALCULATION WORKSHEET

STEP ONE

Unpaid Charges

*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)

	Total Institutional Costs (from Withdrawal Record) (A)
	Total Aid Paid to Inst. Costs* (also from Withdrawal Record) (C)
	Scheduled Cash Payment (SCP) (attribution not allowable)
	Student's Cash Paid (from Withdrawal Record)
	UNPAID CHARGES

STEP TWO

Amount Retained

*Use the percentage specified by the State, accrediting agency, Federal Refund Calculation, or institutional refund policy being used for this calculation. For first-time students who withdraw on or before the 60% point in the enrollment period (see Withdrawal Record for details), a statutory *pro rata* refund must also be calculated. For every student receiving SFA funds, the school must compare the possible refunds and use the calculation that provides the largest refund.

	Total Institutional Costs (from Withdrawal Record) (A)
	% Allowed to Retain* (from refund policy being used)
	Initial Amount Retained By The School
	UNPAID CHARGES (from Step One)
	AMOUNT RETAINED

*If this amount is zero or negative, all SFA paid to school charges must be returned (exc. FWS).

STEP THREE

Refund Amount

Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.

	Total Paid to Institutional Costs (from Withdrawal Record) (D)
	Amount Retained (from Step Two)
	REFUND AMOUNT TO BE DISTRIBUTED

REFUND DISTRIBUTION—Prescribed by Law and Regulation

TOTAL REFUND

- | | |
|--|---|
| 1. Federal SLS Loan | 8. Federal Perkins Loan |
| 2. Unsubsidized Federal Stafford Loan | 9. Federal Pell Grant |
| 3. Subsidized Federal Stafford Loan | 10. FSEOG |
| 4. Federal PLUS Loan | 11. Other Title IV Aid Programs |
| 5. Unsubsidized Federal Direct Stafford Loan | 12. Other Federal, state, private, or institutional aid |
| 6. Subsidized Federal Direct Stafford Loan | 13. The student |
| 7. Federal Direct PLUS Loan | |



REPAYMENT CALCULATION WORKSHEET

STEP ONE

Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)	EXPENSES ACTUALLY INCURRED (from school's repayment policy)
Room & Board.....	X	=
Books & Supplies.....	X	=
Transportation.....	X	=
Personal/Living/Misc.....	X	=
TOTAL COSTS (B)	X	=
		TOTAL INCURRED

STEP TWO

Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

	Total Aid Paid as Cash (from Withdrawal Record) (E)

_____	Cash Paid from FFEL/Direct Funds*
_____	TOTAL CASH DISBURSED

STEP THREE

Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

	Total Cash Paid to Student (from Step Two)

_____	Total Costs Incurred (from Step One)
_____	REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is less than \$100, the student owes no repayment.

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Title IV Aid Programs
5. Other Federal, State, private, or institutional aid



United States Department of Education
Student Financial Aid Programs

FEDERAL REFUND CALCULATION WORKSHEET

<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">STEP ONE*</div> <div style="text-align: center; font-size: 1.2em; margin-top: 5px;">Unpaid Charges</div> <p style="font-size: 0.8em; margin-top: 5px;">*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)</p>	<div style="border-bottom: 1px solid black; width: 100%;"></div>	<div style="text-align: right; font-size: 0.8em;">Total Institutional Costs (from Withdrawal Record) A</div> <hr style="border: 0.5px solid black;"/> <div style="text-align: right; font-size: 0.8em;">Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C</div> <hr style="border: 0.5px solid black;"/> <div style="text-align: right; font-weight: bold; font-size: 0.8em;">Scheduled Cash Payment (SCP) (attribution not allowable)</div> <hr style="border: 0.5px solid black;"/> <div style="text-align: right; font-size: 0.8em;">Student's Cash Paid (from Withdrawal Record)</div> <hr style="border: 0.5px solid black;"/> <div style="text-align: right; font-weight: bold; font-size: 0.8em;">UNPAID CHARGES</div>
<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">STEP TWO</div> <div style="text-align: center; font-size: 1.2em; margin-top: 5px;">Refund Amount</div> <p style="font-size: 0.8em; margin-top: 5px;">Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.</p>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>	<div style="text-align: right; font-size: 0.8em;">Federal Refund Calculation Inst. Costs (from Withdrawal Record) A1</div> <hr style="border: 0.5px solid black;"/> <div style="text-align: right; font-size: 0.8em;">% to be Refunded (from the regulatory policy)</div> <hr style="border: 0.5px solid black;"/> <div style="text-align: right; font-weight: bold; font-size: 0.8em;">REFUND AMOUNT TO BE DISTRIBUTED</div>

***NOTE:** Because calculating a Federal Refund in this manner does not show the amount retained by the school, the subtraction of unpaid charges from that amount is also not shown. However, the unpaid charges amount must still be calculated for the student because the refund process may result in the school not keeping the full amount it is allowed to retain under the Federal Refund Policy. In such a case, the school may collect the remaining balance from the student (the unpaid charges amount).

REFUND DISTRIBUTION—Prescribed by Law and Regulation	
TOTAL REFUND	
1. Federal SLS Loan	8. Federal Perkins Loan
2. Unsubsidized Federal Stafford Loan	9. Federal Pell Grant
3. Subsidized Federal Stafford Loan	10. FSEOG
4. Federal PLUS Loan	11. Other Title IV Aid Programs
5. Unsubsidized Federal Direct Stafford Loan	12. Other Federal, state, private, or institutional aid
6. Subsidized Federal Direct Stafford Loan	13. The student
7. Federal Direct PLUS Loan	



PRO RATA REFUND CALCULATION WORKSHEET

<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">STEP ONE</div> <h2 style="text-align: center; margin-top: 0;">Unpaid Charges</h2> <p style="font-size: 0.8em; margin-top: 5px;">*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: center;">=</td> <td style="border-bottom: 1px dotted black; width: 50%;"></td> <td style="width: 40%; padding-left: 5px;">Total Institutional Costs (from Withdrawal Record) A</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">Student's Scheduled Cash Payment (SCP)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">Student's Cash Paid (from Withdrawal Record)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">UNPAID CHARGES</td> </tr> </table>	=		Total Institutional Costs (from Withdrawal Record) A	=		Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C	=		Student's Scheduled Cash Payment (SCP)	=		Student's Cash Paid (from Withdrawal Record)	=		UNPAID CHARGES
=		Total Institutional Costs (from Withdrawal Record) A														
=		Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C														
=		Student's Scheduled Cash Payment (SCP)														
=		Student's Cash Paid (from Withdrawal Record)														
=		UNPAID CHARGES														
<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">STEP TWO</div> <h2 style="text-align: center; margin-top: 0;">Refund Amount</h2> <p style="font-size: 0.8em; margin-top: 5px;">Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: center;">X</td> <td style="border-bottom: 1px dotted black; width: 50%;"></td> <td style="width: 40%; padding-left: 5px;">Pro Rata Institutional Costs (from Withdrawal Record) A1</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">% to be Refunded (from the Portion That Remains)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">Initial Refund Amount</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">Unpaid Charges (from Step One)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="border-bottom: 1px dotted black;"></td> <td style="padding-left: 5px;">ACTUAL REFUND TO BE DISTRIBUTED</td> </tr> </table> <div style="font-size: 0.7em; margin-top: 5px; border: 1px dotted black; padding: 2px; width: fit-content;"> If this amount is negative the school may bill the student for that amount. No refund is due. </div>	X		Pro Rata Institutional Costs (from Withdrawal Record) A1	=		% to be Refunded (from the Portion That Remains)	=		Initial Refund Amount	=		Unpaid Charges (from Step One)	=		ACTUAL REFUND TO BE DISTRIBUTED
X		Pro Rata Institutional Costs (from Withdrawal Record) A1														
=		% to be Refunded (from the Portion That Remains)														
=		Initial Refund Amount														
=		Unpaid Charges (from Step One)														
=		ACTUAL REFUND TO BE DISTRIBUTED														

REFUND DISTRIBUTION—Prescribed by Law and Regulation

TOTAL REFUND	
1. Federal SLS Loan	8. Federal Perkins Loan
2. Unsubsidized Federal Stafford Loan	9. Federal Pell Grant
3. Subsidized Federal Stafford Loan	10. FSEOG
4. Federal PLUS Loan	11. Other Title IV Aid Programs
5. Unsubsidized Federal Direct Stafford Loan	12. Other Federal, state, private, or institutional aid
6. Subsidized Federal Direct Stafford Loan	13. The student
7. Federal Direct PLUS Loan	



NOTE: This State calculation treats unpaid charges as required by regulation. This issue is currently under litigation.

Case Study #1

- Term school
- Non-pro rata refund
- Unpaid charges due

SCHOOL PROFILE

Cottonwood University is a residential school offering two- and four-year programs on a semester term system. CU participates in the Pell, FFEL, and campus-based programs. Each semester is 15 weeks long, and the school uses the following refund policy, according to State law:

Student Withdraws:	School Retains:
Before classes	0% (Full refund)
First two weeks	20%
Third or Fourth week	30%
Fifth or Sixth week	50%
Seventh or Eighth week	75%
Ninth or Tenth week	90%
After Tenth week	100% (No refund)

For students who begin classes, 50% of the books and supplies allowance is considered incurred (in keeping with the local bookstores' return policies). Other living expenses are prorated based on the remaining weeks in the term.

STUDENT PROFILE

Russlyn McCullough enrolled as a freshman for the Fall Semester at Cottonwood University. She moved into the dorms. Her costs for the semester are as follows (institutional costs are asterisked):

Tuition & Fees*	\$2400
Room & Board*	\$3090
Books & Supplies	\$600
Transportation	\$850
Personal Expenses	\$900

Russlyn received the following financial aid for the academic year:

Federal Pell	\$2150
FSEOG	\$1100
Federal Stafford	\$2500
Federal Work-Study	\$1500
CU Scholarship	\$1000
Rotary Scholarship•	\$500
•(for 1st semester only)	

Classes started on August 30, and Russlyn officially withdrew on November 1, in the tenth week.

DISBURSEMENTS AND PAYMENTS

CU received Russlyn's financial aid for the semester in the following order and amounts: \$1075 Pell, \$500 CU scholarship, \$550 FSEOG, \$1163 Stafford, and \$500 Rotary scholarship. All these amounts, plus Russlyn's \$500 cash payment, were credited to her account. No cash was disbursed, but Russlyn did earn FWS each week.

IMPORTANT POINTS

Although Russlyn is a first-time student, because she withdrew after the 60% point in the term, a statutory pro rata calculation is not required. Because CU charges by the term, the costs and aid received for the semester are used on the WR. Note that origination and insurance fees were deducted from the Stafford amount reported on the WR, and that Russlyn's FWS award and earnings do not appear anywhere on the WR, because earnings from work cannot be recovered.

Because Russlyn's financial aid was not sufficient to pay her total school charges, unpaid charges exist and will affect the refund amount. No repayment calculation is necessary because Russlyn did not receive a cash disbursement of SFA funds. Refund distribution is prescribed by law, and CU returns the federal SFA funds first to the Stafford lender.

WITHDRAWAL RECORD

1. Student Information

<u>Russlyn McCulloagh</u>	<u>8/30</u>	<u>OFFICIAL—11/03</u>
Name	Start Date	Withdrawal Date/LDA
<u>000-00-0000</u>	<u>15-week semester</u>	<u>11/03</u>
Social Security Number	Length of Enrollment Period	Date of WD/LDA Determination

2. Program Costs

	non- inst.		non- inst.						
✓	inst.	Tuition/Fees	2400	✓	inst.	Personal/Living	900		
		Administrative Fee				Dependent Care			
✓		Room & Board	3090			Disability Costs			
		Books & Supplies	600			Miscellaneous			
		Transportation	850			Miscellaneous			

USE TOTALS FOR PERIOD CHARGED*

TOTAL Inst. Costs:

5490 **A**

TOTAL Noninst. Costs:

2350 **B**

TOTAL Aid Paid To Inst. Costs:

3788 **C**

TOTAL Paid To Inst. Costs:

4288 **D**

TOTAL Aid Paid as Cash:

0 **E**

3. Payments/Disbursements

	DATE	SOURCE	Paid to Inst. Costs	Cash to Student		DATE	SOURCE	Paid to Inst. Costs	Cash to Student
(Exclude work-study awards.)		<u>Pell</u>	<u>1075</u>				<u>Rotary</u>	<u>500</u>	
		<u>C.U.</u>	<u>500</u>						
		<u>student</u>	<u>500</u>						
		<u>FSEOG</u>	<u>550</u>						
		<u>Stafford</u>	<u>1163</u>						

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

<p>TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10%:</p> <p>•For credit-hour programs:</p> <p style="text-align: center;">WEEKS REMAINING TOTAL WEEKS IN PERIOD =</p> <p>•For clock-hour programs:*</p> <p style="text-align: center;">HOURS REMAINING TOTAL HOURS IN PERIOD =</p> <p>•For correspondence programs:</p> <p style="text-align: center;">LESSONS NOT SUBMITTED TOTAL LESSONS IN PERIOD =</p> <p style="font-size: x-small;">*DO NOT use <i>scheduled</i> hours. Also, excused absences can count as "hours completed."</p>	<p>TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:</p> <p>•Administrative Fee (up to \$100 or 5%, whichever is less) +</p> <p>•Documented Cost of Unreturnable Equipment +</p> <p>•Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal) +</p> <p>TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only): =</p>
<p>..... A =</p> <p style="text-align: center;">Total Institutional Costs</p>	<p>..... A1</p> <p style="text-align: center;">Total Excludable Inst. Costs</p>

REFUND CALCULATION WORKSHEET

STEP ONE

Unpaid Charges

*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State aid policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)

	5490	Total Institutional Costs (from Withdrawal Record)	(A)
-	3788	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)	(C)
=	1702	Scheduled Cash Payment (SCP) (attribution not allowable)	
-	500	Student's Cash Paid (from Withdrawal Record)	
=	1202	UNPAID CHARGES	

STEP TWO

Amount Retained

*Use the percentage specified by the State, accrediting agency, Federal Refund Calculation, or institutional refund policy being used for this calculation. For first-time students who withdraw on or before the 60% point in the enrollment period (see Withdrawal Record for details), a statutory *pro rata* refund must also be calculated. For every student receiving SFA funds, the school must compare the possible refunds and use the calculation that provides the largest refund.

	5490	Total Institutional Costs (from Withdrawal Record)	(A)
X	90%	% Allowed to Retain* (from refund policy being used)	
=	4941	Initial Amount Retained By The School	
-	1202	UNPAID CHARGES (from Step One)	If this amount is zero or negative, all SFA paid to school charges must be returned (exc. FWS).
=	3739	AMOUNT RETAINED	

STEP THREE

Refund Amount

Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.

	4288	Total Paid to Institutional Costs (from Withdrawal Record)	(D)
-	3739	Amount Retained (from Step Two)	
=	549	REFUND AMOUNT TO BE DISTRIBUTED	

REFUND DISTRIBUTION—Prescribed by Law and Regulation

TOTAL REFUND	549
1. Federal SLS Loan	8. Federal Perkins Loan
2. Unsubsidized Federal Stafford Loan	9. Federal Pell Grant
3. Subsidized Federal Stafford Loan	10. FSEOG
4. Federal PLUS Loan	11. Other Title IV Aid Programs
5. Unsubsidized Federal Direct Stafford Loan	12. Other Federal, state, private, or institutional aid
6. Subsidized Federal Direct Stafford Loan	13. The student
7. Federal Direct PLUS Loan	

REPAYMENT CALCULATION WORKSHEET

STEP ONE

Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)	EXPENSES ACTUALLY INCURRED (from school's repayment policy)	
Room & Board.....	X	=	
Books & Supplies.....	X	=	
Transportation.....	X	=	
Personal/Living/Misc.....	X	=	
TOTAL COSTS (B)	X	=	TOTAL INCURRED

STEP TWO

Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

	Total Aid Paid as Cash (from Withdrawal Record) (E)
	Cash Paid from FFEL/Direct Funds
	TOTAL CASH DISBURSED

STEP THREE

Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

	Total Cash Paid to Student (from Step Two)
	Total Costs Incurred (from Step One)
	REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is less than \$100, the student owes no repayment.

NO REPAYMENT—No Cash Disbursed

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT

1. Federal Perkins Loan.....
2. Federal Pell Grant.....
3. FSEOG.....
4. Other Title IV Aid Programs.....
5. Other Federal, State, private, or institutional aid.....

NOTE: This State calculation treats unpaid charges as required by regulation. This issue is currently under litigation.

Case Study #2

- Term school
- Nonpro rata refund
- No unpaid charges due

SCHOOL PROFILE

Buchanan Community College offers one- and two-year programs on a quarter term system. BCC participates in the Pell and FFEL programs. There is no on-campus housing; books can be purchased at any local bookstore. Each quarter is 11 weeks and BCC's refund policy is based on State law:

Student Completes:	School Retains:
Less than 15%	20%
16-30%	45%
31-50%	65%
51-80%	85%
81% or more	100% (No refund)

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred (in keeping with the local bookstores' return policies). Other living expenses are prorated based on the percentage of the term completed. BCC has all student loans disbursed by quarter, rather than in only two disbursements.

STUDENT PROFILE

Terry Christiansen enrolled as a sophomore for the Fall Quarter at BCC. He rented an off-campus apartment, and his costs for the quarter are as follows (institutional costs are asterisked):

Tuition & Fees*	\$650
Room & Board	\$1100
Books & Supplies	\$210
Transportation	\$300
Personal Expenses	\$450

Terry received the following financial aid for the academic year:

Federal Pell	\$2200
Federal Stafford	\$2625
State Grant (non-SSIG)	\$1000

Classes started on August 29, and Terry withdrew unofficially during the term. At the end of the quarter, BCC records showed that Terry took an exam on September 18. With no further record of attendance for Terry, BCC used that date as Terry's last date of attendance.

DISBURSEMENTS AND PAYMENTS

BCC received Terry's State grant disbursement of \$334 and credited it to his account. When his \$814 Stafford disbursement came in, \$316 went to the school account and the rest was paid to Terry in cash. The \$734 Pell disbursement was also paid in cash to Terry.

IMPORTANT POINTS

Because he is not a first-time student, a statutory pro rata calculation is not required for Terry. In completing the WR, BCC uses the costs and aid received for the quarter. (The origination and insurance fees have been deducted from the Stafford amount reported on the WR.)

Because Terry's financial aid paid his institutional costs, there are no unpaid charges. In the repayment calculation, living expenses incurred are calculated using the rates specified in the school's policy, based on the number of weeks Terry attended. It is BCC's policy to count a 4-day week as a full week, so Terry attended 3 weeks. (To figure the percentage incurred, BCC uses a ratio of weeks completed ÷ total weeks in enrollment period, or $3 \div 11$, which equals 27%. This percentage is used on the Repayment Calculation Worksheet, for all living expenses except books & supplies, which were incurred at the rate of 50% as noted in the School Profile above.)

WITHDRAWAL RECORD

1. Student Information

Terry Christiansen *8/30* *UNOFFICIAL—9/18*
 Name Start Date Withdrawal Date/LDA
000-00-0000 *11-week quarter* *11/15*
 Social Security Number Length of Enrollment Period Date of WD/LDA Determination

2. Program Costs

	non- inst.						non- inst.		
✓	inst.	Tuition/Fees	<i>650</i>	inst.	✓	Personal/Living	<i>450</i>		
		Administrative Fee				Dependent Care			
✓		Room & Board	<i>1100</i>			Disability Costs			
✓		Books & Supplies	<i>210</i>			Miscellaneous			
✓		Transportation	<i>300</i>			Miscellaneous			

USE TOTALS FOR PERIOD CHARGED*

TOTAL Inst. Costs:

650 **A**

TOTAL Noninst. Costs:

2060 **B**

TOTAL Aid Paid To Inst. Costs:

650 **C**

TOTAL Paid To Inst. Costs:

650 **D**

TOTAL Aid Paid as Cash:

1232 **E**

3. Payments/Disbursements

	DATE	SOURCE	Paid to Inst. Costs	Cash to Student		DATE	SOURCE	Paid to Inst. Costs	Cash to Student
(Exclude work-study awards.)		<i>State</i>	<i>334</i>						
		<i>Stafford</i>	<i>316</i>	<i>498</i>					
		<i>Pell</i>		<i>734</i>					

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10%:

•For credit-hour programs:

$$\frac{\text{WEEKS REMAINING}}{\text{TOTAL WEEKS IN PERIOD}} = \dots\dots\dots$$

•For clock-hour programs*:

$$\frac{\text{HOURS REMAINING}}{\text{TOTAL HOURS IN PERIOD}} = \dots\dots\dots$$

•For correspondence programs:

$$\frac{\text{LESSONS NOT SUBMITTED}}{\text{TOTAL LESSONS IN PERIOD}} = \dots\dots\dots$$

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

•Administrative Fee (up to \$100 or 5%, whichever is less) +

•Documented Cost of Unreturnable Equipment +

•Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal) +

TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only): =

Pro Rata/Federal Refund Institutional Costs:

A — *A1* = *A1*

Total Institutional Costs Total Excludable Inst. Costs

*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

REFUND CALCULATION WORKSHEET

<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">STEP ONE</div> <p style="text-align: center; font-size: 1.2em;">Unpaid Charges</p> <p style="font-size: 0.8em;">*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">—</td> <td style="width: 15%; text-align: right; font-size: 1.2em;">650</td> <td style="width: 65%;">Total Institutional Costs (from Withdrawal Record) A</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">650</td> <td>Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">0</td> <td>Scheduled Cash Payment (SCP) (attribution not allowable)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">0</td> <td>Student's Cash Paid (from Withdrawal Record)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">0</td> <td>UNPAID CHARGES</td> </tr> </table>	—	650	Total Institutional Costs (from Withdrawal Record) A	=	650	Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C	=	0	Scheduled Cash Payment (SCP) (attribution not allowable)	=	0	Student's Cash Paid (from Withdrawal Record)	=	0	UNPAID CHARGES
—	650	Total Institutional Costs (from Withdrawal Record) A														
=	650	Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C														
=	0	Scheduled Cash Payment (SCP) (attribution not allowable)														
=	0	Student's Cash Paid (from Withdrawal Record)														
=	0	UNPAID CHARGES														
<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">STEP TWO</div> <p style="text-align: center; font-size: 1.2em;">Amount Retained</p> <p style="font-size: 0.8em;">*Use the percentage specified by the State, accrediting agency, Federal Refund Calculation, or institutional refund policy being used for this calculation. For first-time students who withdraw on or before the 60% point in the enrollment period (see Withdrawal Record for details), a statutory <i>pro rata</i> refund must also be calculated. For every student receiving SFA funds, the school must compare the possible refunds and use the calculation that provides the largest refund.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">—</td> <td style="width: 15%; text-align: right; font-size: 1.2em;">650</td> <td style="width: 65%;">Total Institutional Costs (from Withdrawal Record) A</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: right; font-size: 1.2em;">45%</td> <td>% Allowed to Retain* (from refund policy being used)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">293</td> <td>Initial Amount Retained By The School</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">0</td> <td>UNPAID CHARGES (from Step One)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">293</td> <td>AMOUNT RETAINED</td> </tr> </table> <p style="font-size: 0.7em; margin-top: 5px;">If this amount is zero or negative, all SFA paid to school charges must be returned (exc. FWS).</p>	—	650	Total Institutional Costs (from Withdrawal Record) A	X	45%	% Allowed to Retain* (from refund policy being used)	=	293	Initial Amount Retained By The School	=	0	UNPAID CHARGES (from Step One)	=	293	AMOUNT RETAINED
—	650	Total Institutional Costs (from Withdrawal Record) A														
X	45%	% Allowed to Retain* (from refund policy being used)														
=	293	Initial Amount Retained By The School														
=	0	UNPAID CHARGES (from Step One)														
=	293	AMOUNT RETAINED														
<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">STEP THREE</div> <p style="text-align: center; font-size: 1.2em;">Refund Amount</p> <p style="font-size: 0.8em;">Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">—</td> <td style="width: 15%; text-align: right; font-size: 1.2em;">650</td> <td style="width: 65%;">Total Paid to Institutional Costs (from Withdrawal Record) D</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">293</td> <td>Amount Retained (from Step Two)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">357</td> <td>REFUND AMOUNT TO BE DISTRIBUTED</td> </tr> </table>	—	650	Total Paid to Institutional Costs (from Withdrawal Record) D	=	293	Amount Retained (from Step Two)	=	357	REFUND AMOUNT TO BE DISTRIBUTED						
—	650	Total Paid to Institutional Costs (from Withdrawal Record) D														
=	293	Amount Retained (from Step Two)														
=	357	REFUND AMOUNT TO BE DISTRIBUTED														

REFUND DISTRIBUTION—Prescribed by Law and Regulation

TOTAL REFUND	<u>357</u>
---------------------	------------

<ol style="list-style-type: none"> 1. Federal SLS Loan 2. Unsubsidized Federal Stafford Loan 3. Subsidized Federal Stafford Loan 357 4. Federal PLUS Loan 5. Unsubsidized Federal Direct Stafford Loan 6. Subsidized Federal Direct Stafford Loan 7. Federal Direct PLUS Loan 	<ol style="list-style-type: none"> 8. Federal Perkins Loan 9. Federal Pell Grant 10. FSEOG 11. Other Title IV Aid Programs 12. Other Federal, state, private, or institutional aid 13. The student
---	--

REPAYMENT CALCULATION WORKSHEET

STEP ONE

Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)			EXPENSES ACTUALLY INCURRED (from school's repayment policy)
Room & Board	1100	X	27%	= 297
Books & Supplies	210	X	50%	= 105
Transportation	300	X	27%	= 81
Personal/Living/Misc.	450	X	27%	= 122
TOTAL COSTS (B)	X		=	605
				TOTAL INCURRED

STEP TWO

Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

1232	Total Aid Paid as Cash (from Withdrawal Record) (E)
498	Cash Paid from FFEL/Direct Funds*
734	TOTAL CASH DISBURSED

STEP THREE

Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

734	Total Cash Paid to Student (from Step Two)
605	Total Costs Incurred (from Step One)
129	REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is less than \$100, the student owes no repayment.

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT	129
1. Federal Perkins Loan	
2. Federal Pell Grant	129
3. FSEOG	
4. Other Title IV Aid Programs	
5. Other Federal, State, private, or institutional aid	

Case Study #3

- Non-term school
- Statutory pro rata refund
- Unpaid charges due

SCHOOL PROFILE

Copperfield Technical Institute offers 900 and 1200 clock-hour programs, and charges for the entire program at the time of enrollment. CTI participates in the Pell and FFEL programs. The 900-hour program lasts 30 weeks (an academic year) and is divided into two payment periods, 450 hours each. The 1200-hour program is 40 weeks long and is divided into three payment periods: 450 hours, 450 hours, and 300 hours. CTI uses its State refund guidelines:

Student Completes:	School Retains:
Less than 10%	40%
11-30%	60%
31-50%	80%
51% or more	100% (No refund)

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred, in keeping with the local bookstores' return policies. Other living expenses are prorated based on the percentage of the program completed.

STUDENT PROFILE

Wendy Loggins enrolled in a 900-hour program at Copperfield. She rents an apartment, and her costs for the program are as follows (institutional costs are asterisked):

Tuition & Fees*	\$4500
Room & Board	\$2730
Books & Supplies	\$630
Transportation	\$900
Personal Expenses	\$1350

Wendy received the following financial aid for the academic year:

Federal Pell	\$2300
Federal Stafford	\$2625
Federal PLUS	\$3600

Wendy began her program on October 2 and officially withdrew on February 18 of the next year, after completing 450 clock hours (50% of the program). CTI calculated both a State refund and a statutory pro rata refund, and found that the statutory pro rata refund was the largest.

DISBURSEMENTS AND PAYMENTS

Wendy's Stafford disbursement of \$1221 went to pay school charges, as did the Pell disbursement of \$1150 and the PLUS disbursement of \$1674. The school did not disburse any cash to Wendy.

IMPORTANT POINTS

In completing the WR for a statutory pro rata calculation, CTI uses the costs and amounts paid for the entire program (which is the enrollment period).

Wendy has an unpaid balance, but it will be treated differently under the statutory pro rata calculation—unpaid charges are subtracted from the initial refund amount. No repayment is calculated because no cash was disbursed. The refund is distributed first to Stafford and then to PLUS.

WITHDRAWAL RECORD

1. Student Information

<u>Wendy Loggins</u>	<u>10/04</u>	<u>OFFICIAL—2/18</u>
Name	Start Date	Withdrawal Date/LDA
<u>000-00-0000</u>	<u>900-hr/30-wk. acad year</u>	<u>2/18</u>
Social Security Number	Length of Enrollment Period	Date of WD/LDA Determination

2. Program Costs

	non- inst.										
✓	inst.	Tuition/Fees	4500	inst.	non- inst.	✓	Personal/Living	1350			
		Administrative Fee					Dependent Care				
✓		Room & Board	2730				Disability Costs				
✓		Books & Supplies	630				Miscellaneous				
✓		Transportation	900				Miscellaneous				

USE TOTALS FOR PERIOD CHARGED*

TOTAL Inst. Costs:
4500 **A**

TOTAL Noninst. Costs:
5610 **B**

3. Payments/Disbursements

	DATE	SOURCE	Paid to Inst. Costs	Cash to Student		DATE	SOURCE	Paid to Inst. Costs	Cash to Student
(Exclude work-study awards.)		<u>Stafford</u>	<u>1221</u>						
		<u>Pell</u>	<u>1150</u>						
		<u>PLUS</u>	<u>1674</u>						

TOTAL Aid Paid To Inst. Costs:
4045 **C**

TOTAL Paid To Inst. Costs:
4045 **D**

TOTAL Aid Paid as Cash:
0 **E**

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10%:

- For credit-hour programs:

WEEKS REMAINING	
TOTAL WEEKS IN PERIOD	=
- For clock-hour programs:

HOURS REMAINING	
TOTAL HOURS IN PERIOD	= <u>450</u>
- For correspondence programs:

LESSONS NOT SUBMITTED	
TOTAL LESSONS IN PERIOD	= <u>900</u>

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

•Administrative Fee (up to \$100 or 5%, whichever is less)	+
•Documented Cost of Unreturnable Equipment	+	<u>0</u>
•Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal)	+
TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only):	=

Pro Rata/Federal Refund Institutional Costs:

4500 **A** — 0 = 4500 **A1**

Total Institutional Costs Total Excludable Inst. Costs

*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

PRO RATA REFUND CALCULATION WORKSHEET

STEP ONE

Unpaid Charges

*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)

	4500	Total Institutional Costs (from Withdrawal Record)	(A)
—	4045	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)	(C)
—	455	Student's Scheduled Cash Payment (SCP)	
—	0	Student's Cash Paid (from Withdrawal Record)	
—	455	UNPAID CHARGES	

STEP TWO

Refund Amount

Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.

	4500	Pro Rata Institutional Costs (from Withdrawal Record)	(A1)
X	50%	% to be Refunded (from the Portion That Remains)	
—	2250	Initial Refund Amount	
—	455	Unpaid Charges (from Step One)	If this amount is negative, the school may bill the student for that amount. No refund is due.
—	1795	ACTUAL REFUND TO BE DISTRIBUTED	↙

REFUND DISTRIBUTION—Prescribed by Law and Regulation

TOTAL REFUND 1795	
1. Federal SLS Loan 2. Unsubsidized Federal Stafford Loan 3. Subsidized Federal Stafford Loan 1221 4. Federal PLUS Loan 574 5. Unsubsidized Federal Direct Stafford Loan 6. Subsidized Federal Direct Stafford Loan 7. Federal Direct PLUS Loan	8. Federal Perkins Loan 9. Federal Pell Grant 10. FSEOG 11. Other Title IV Aid Programs 12. Other Federal, state, private, or institutional aid 13. The student

REPAYMENT CALCULATION WORKSHEET

STEP ONE

Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)	EXPENSES ACTUALLY INCURRED (from school's repayment policy)
Room & Board	X	=
Books & Supplies	X	=
Transportation	X	=
Personal/Living/Misc.	X	=
TOTAL COSTS (B)	X	=
		TOTAL INCURRED

STEP TWO

Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

	Total Aid Paid as Cash (from Withdrawal Record) (E)
	Cash Paid from FFEL/Direct Funds*
	TOTAL CASH DISBURSED

STEP THREE

Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

	Total Cash Paid to Student (from Step Two)
	Total Costs Incurred (from Step One)
	REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is less than \$100, the student owes no repayment.

NO REPAYMENT—No Cash Disbursed

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Title IV Aid Programs
5. Other Federal, State, private, or institutional aid

Case Study #4

- Non-term school
- Federal Refund Calculation
- Unpaid charges due

SCHOOL PROFILE

Copperfield Technical Institute offers 900 and 1200 clock-hour programs, and charges for the entire program at the time of enrollment. CTI participates in the Pell and FFEL programs. The 900-hour program lasts 30 weeks (an academic year) and is divided into two payment periods, 450 hours each. The 1200-hour program is 40 weeks long and is divided into three payment periods: 450 hours, 450 hours, and 300 hours. CTI's institutional refund policy is as follows:

Student Completes:	School Retains:
Less than 10%	40%
11-30%	60%
31-50%	80%
51% or more	100% (No refund)

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred, in keeping with the local bookstores' return policies. Other living expenses are prorated based on the percentage of the program completed.

STUDENT PROFILE

Tom Servo enrolled as a sophomore in a 1200-hour program at Copperfield. He lives at home with his parents, and his costs for the program are as follows (institutional costs are asterisked):

Tuition & Fees*	\$6000
Room & Board	\$3640
Books & Supplies	\$850
Transportation	\$1200
Personal Expenses	\$1850

Tom received the following financial aid for the academic year:

Federal Pell	\$2300
Federal Stafford	\$2625
Federal PLUS	\$4000

Tom began his program on January 11 and last attended class on May 3, after completing 420 clock hours (35% of the program). There is no state or accrediting agency policy, and pro rata does not apply, so CTI compared its institutional refund to the Federal Refund Policy. The Federal Refund was larger.

DISBURSEMENTS AND PAYMENTS

Tom's Pell disbursement of \$1150 was applied to school charges, as were the first disbursements of both the Stafford and the PLUS loans, in the amounts of \$928 and \$1414 respectively (CTI requested that the lender disburse by payment period). No cash was disbursed.

IMPORTANT POINTS

Because he is not a first-time student, a statutory pro rata calculation is not required for Tom. Because CTI is located in a State that does not have a refund policy, and CTI's accrediting agency's policy has not been approved by the Department, CTI must compare its institutional refund policy to the Federal Refund Calculation to determine the largest available refund. In Tom's case, the Federal Refund Calculation resulted in a larger refund.

In completing the WR, CTI uses the costs and amounts paid for the entire program. Tom withdrew after completing 35% of the enrollment period (after the first 25% but before the first 50% of the period), so he is due a 25% refund of his institutional charges. (CTI can exclude a \$100 administrative fee before assessing the 25%.) No repayment is calculated because no cash was disbursed.

WITHDRAWAL RECORD

1. Student Information

<u>Tom Servo</u>	<u>1/11</u>	<u>UNOFFICIAL—5/03</u>
Name	Start Date	Withdrawal Date/LDA
<u>000-00-0000</u>	<u>1200-hr program</u>	<u>10/18</u>
Social Security Number	Length of Enrollment Period	Date of WD/LDA Determination

2. Program Costs

<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 10%; text-align: center;">non- inst.</td> <td style="width: 80%;">Tuition/Fees</td> <td style="width: 10%; text-align: right;">6000</td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">inst.</td> <td>Administrative Fee</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>Room & Board</td> <td style="text-align: right;">3640</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>Books & Supplies</td> <td style="text-align: right;">850</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>Transportation</td> <td style="text-align: right;">1200</td> </tr> </table>	<input checked="" type="checkbox"/>	non- inst.	Tuition/Fees	6000	<input type="checkbox"/>	inst.	Administrative Fee		<input checked="" type="checkbox"/>		Room & Board	3640	<input checked="" type="checkbox"/>		Books & Supplies	850	<input checked="" type="checkbox"/>		Transportation	1200	<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 10%; text-align: center;">non- inst.</td> <td style="width: 80%;">Personal/Living</td> <td style="width: 10%; text-align: right;">1850</td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">inst.</td> <td>Dependent Care</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Disability Costs</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Miscellaneous</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Miscellaneous</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	non- inst.	Personal/Living	1850	<input type="checkbox"/>	inst.	Dependent Care		<input type="checkbox"/>		Disability Costs		<input type="checkbox"/>		Miscellaneous		<input type="checkbox"/>		Miscellaneous	
<input checked="" type="checkbox"/>	non- inst.	Tuition/Fees	6000																																						
<input type="checkbox"/>	inst.	Administrative Fee																																							
<input checked="" type="checkbox"/>		Room & Board	3640																																						
<input checked="" type="checkbox"/>		Books & Supplies	850																																						
<input checked="" type="checkbox"/>		Transportation	1200																																						
<input checked="" type="checkbox"/>	non- inst.	Personal/Living	1850																																						
<input type="checkbox"/>	inst.	Dependent Care																																							
<input type="checkbox"/>		Disability Costs																																							
<input type="checkbox"/>		Miscellaneous																																							
<input type="checkbox"/>		Miscellaneous																																							

USE TOTALS FOR PERIOD CHARGED*

TOTAL Inst. Costs:

6000 **A**

TOTAL Noninst. Costs:

7540 **B**

3. Payments/Disbursements

	DATE	SOURCE	Paid to Inst. Costs	Cash to Student		DATE	SOURCE	Paid to Inst. Costs	Cash to Student
(Exclude work-study awards.)		<u>Stafford</u>	<u>928</u>						
		<u>Pell</u>	<u>1150</u>						
		<u>PLUS</u>	<u>1414</u>						

TOTAL Aid Paid To Inst. Costs:

3492 **C**

TOTAL Paid To Inst. Costs:

3492 **D**

TOTAL Aid Paid as Cash:

0 **E**

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10%:

- For credit-hour programs:

$$\frac{\text{WEEKS REMAINING}}{\text{TOTAL WEEKS IN PERIOD}} = \dots\dots\dots$$
- For clock-hour programs*:

$$\frac{\text{HOURS REMAINING}}{\text{TOTAL HOURS IN PERIOD}} = \dots\dots\dots$$
- For correspondence programs:

$$\frac{\text{LESSONS NOT SUBMITTED}}{\text{TOTAL LESSONS IN PERIOD}} = \dots\dots\dots$$

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

•Administrative Fee (up to \$100 or 5%, whichever is less)	+ 100
•Documented Cost of Unreturnable Equipment	+
•Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal)	+
TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only):	= 100

Pro Rata/Federal Refund Institutional Costs:

6000 **A**
 —
 100
 =
 5900 **A1**

Total Institutional Costs Total Excludable Inst. Costs

*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

FEDERAL REFUND CALCULATION WORKSHEET

<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">STEP ONE*</div> <p style="text-align: center; font-size: 1.2em;">Unpaid Charges</p> <p style="font-size: 0.8em;">*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">—</td> <td style="width: 30%; text-align: right; font-size: 1.2em;">6000</td> <td style="width: 60%;">Total Institutional Costs (from Withdrawal Record) A</td> </tr> <tr> <td style="text-align: center;">—</td> <td style="text-align: right; font-size: 1.2em;">3492</td> <td>Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">2508</td> <td>Scheduled Cash Payment (SCP) (attribution not allowable)</td> </tr> <tr> <td style="text-align: center;">—</td> <td style="text-align: right; font-size: 1.2em;">0</td> <td>Student's Cash Paid (from Withdrawal Record)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em; border-top: 1px solid black;">2508</td> <td>UNPAID CHARGES</td> </tr> </table>	—	6000	Total Institutional Costs (from Withdrawal Record) A	—	3492	Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C	=	2508	Scheduled Cash Payment (SCP) (attribution not allowable)	—	0	Student's Cash Paid (from Withdrawal Record)	=	2508	UNPAID CHARGES
—	6000	Total Institutional Costs (from Withdrawal Record) A														
—	3492	Total Aid Paid to Inst. Costs* (also from Withdrawal Record) C														
=	2508	Scheduled Cash Payment (SCP) (attribution not allowable)														
—	0	Student's Cash Paid (from Withdrawal Record)														
=	2508	UNPAID CHARGES														
<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">STEP TWO</div> <p style="text-align: center; font-size: 1.2em;">Refund Amount</p> <p style="font-size: 0.8em;">Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td style="width: 30%; text-align: right; font-size: 1.2em;">5900</td> <td style="width: 60%;">Federal Refund Calculation Inst. Costs (from Withdrawal Record) A1</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em;">25%</td> <td>% to be Refunded (from the regulatory policy)</td> </tr> <tr> <td style="text-align: center;">=</td> <td style="text-align: right; font-size: 1.2em; border-top: 1px solid black;">1475</td> <td>REFUND AMOUNT TO BE DISTRIBUTED</td> </tr> </table>	X	5900	Federal Refund Calculation Inst. Costs (from Withdrawal Record) A1	=	25%	% to be Refunded (from the regulatory policy)	=	1475	REFUND AMOUNT TO BE DISTRIBUTED						
X	5900	Federal Refund Calculation Inst. Costs (from Withdrawal Record) A1														
=	25%	% to be Refunded (from the regulatory policy)														
=	1475	REFUND AMOUNT TO BE DISTRIBUTED														

***NOTE:** Because calculating a Federal Refund in this manner does not show the amount retained by the school, the subtraction of unpaid charges from that amount is also not shown. However, the unpaid charges amount must still be calculated for the student because the refund process may result in the school not keeping the full amount it is allowed to retain under the Federal Refund Policy. In such a case, the school may collect the remaining balance from the student (the unpaid charges amount).

REFUND DISTRIBUTION—Prescribed by Law and Regulation	
TOTAL REFUND	1475
1. Federal SLS Loan	8. Federal Perkins Loan
2. Unsubsidized Federal Stafford Loan	9. Federal Pell Grant
3. Subsidized Federal Stafford Loan 928	10. FSEOG
4. Federal PLUS Loan 547	11. Other Title IV Aid Programs
5. Unsubsidized Federal Direct Stafford Loan	12. Other Federal, state, private, or institutional aid
6. Subsidized Federal Direct Stafford Loan	13. The student
7. Federal Direct PLUS Loan	

REPAYMENT CALCULATION WORKSHEET

STEP ONE

Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)	EXPENSES ACTUALLY INCURRED (from school's repayment policy)
Room & Board	X	=
Books & Supplies	X	=
Transportation	X	=
Personal/Living/Misc.	X	=
TOTAL COSTS (B)	X	=
		TOTAL INCURRED

STEP TWO

Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

	Total Aid Paid as Cash (from Withdrawal Record) (E)
	Cash Paid from FFEL/Direct Funds*
	TOTAL CASH DISBURSED

STEP THREE

Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

	Total Cash Paid to Student (from Step Two)
	Total Costs Incurred (from Step One)
	REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is less than \$100, the student owes no repayment.

NO REPAYMENT—No Cash Disbursed

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Title IV Aid Programs
5. Other Federal, State, private, or institutional aid

Case Study #5

- Term school
- Statutory pro rata refund
- No unpaid charges due

SCHOOL PROFILE

The Rigby Academy offers two- and four-year programs and participates in the Pell, FFEL, and campus-based programs. The academic year is divided into three quarter terms, each 10 weeks long. Rigby uses its State policy:

Student Withdraws:	School Retains:
In the first week:	10%
Second or third week:	40%
Fourth week:	75%
After fourth week:	100% (No refund)

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred, in keeping with the local bookstores' return policies. Other living expenses are prorated based on the percentage of the program completed. Rigby charges a \$60 administrative fee to all students; this charge is explained in the enrollment agreement.

STUDENT PROFILE

Robert Harbin enrolled in a two-year program at Rigby. His costs for the term are as follows (institutional costs are asterisked):

Tuition & Fees*	\$1200
Administrative Fee*	\$60
Room & Board	\$1000
Books & Supplies	\$205
Transportation	\$250
Personal Expenses	\$750

Robert received the following financial aid for the academic year:

Federal Pell	\$1950
Federal Stafford	\$2325
FSEOG	\$1150
Federal Perkins	\$850
Institutional Scholarship	\$600

Classes began on February 22 and Robert officially withdrew in the fifth week. Under Rigby's policy, Robert would receive no refund. However, he is entitled to a statutory pro rata refund.

DISBURSEMENTS AND PAYMENTS

Robert's \$300 cash payment and \$960 of the Stafford disbursement were credited to the school's account; the remaining \$121 of Stafford funds were disbursed in cash to Robert. Then, \$650 from Pell, \$384 from FSEOG, \$283 from Perkins, and \$200 of the institutional scholarship were also disbursed as cash to Robert.

IMPORTANT POINTS

In completing the WR for a statutory pro rata calculation, Rigby uses costs and amounts paid for the quarter. (Robert's Stafford was not disbursed by quarter, but in two equal installments instead. Even though a portion of this disbursement is intended for the second quarter, the total amount *received* must be used in the refund calculation.)

For a statutory pro rata calculation, Rigby may exclude an administrative fee up to \$100 or 5% of the total institutional costs, because they charge such a fee up front and across the board. In the repayment calculation, total non-institutional costs are assessed at a flat 50%, because in this case the same rate applies to all the items.

WITHDRAWAL RECORD

1. Student Information

<i>Robert Harbin</i>	<i>2/22</i>	<i>OFFICIAL—3/28</i>
Name	Start Date	Withdrawal Date/LDA
<i>000-00-0000</i>	<i>10-week quarter</i>	<i>3/25</i>
Social Security Number	Length of Enrollment Period	Date of WD/LDA Determination

2. Program Costs

	non- inst.				non- inst.		
✓	✓	Tuition/Fees	1200	✓	✓	Personal/Living	750
✓		Administrative Fee	60			Dependent Care	
	✓	Room & Board	1000			Disability Costs	
	✓	Books & Supplies	205			Miscellaneous	
	✓	Transportation	250			Miscellaneous	

USE TOTALS FOR PERIOD CHARGED*

TOTAL Inst. Costs:
1260 **A**

TOTAL Noninst. Costs:
2205 **B**

3. Payments/Disbursements

	DATE	SOURCE	Paid to Inst. Costs	Cash to Student		DATE	SOURCE	Paid to Inst. Costs	Cash to Student
(Exclude work-study awards.)		<i>Student</i>	<i>300</i>				<i>Inst. Aid</i>		<i>200</i>
		<i>Stafford</i>	<i>960</i>	<i>121</i>					
		<i>Pell</i>			<i>650</i>				
		<i>FSEOG</i>			<i>384</i>				
		<i>Perkins</i>			<i>283</i>				

TOTAL Aid Paid To Inst. Costs:

960 **C**

TOTAL Paid To Inst. Costs:

1260 **D**

TOTAL Aid Paid as Cash:

1638 **E**

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10%:

- For credit-hour programs:

WEEKS REMAINING	=	<i>5</i>
TOTAL WEEKS IN PERIOD	=	<i>10</i>
- For clock-hour programs:*
- For correspondence programs:

LESSONS NOT SUBMITTED
TOTAL LESSONS IN PERIOD =

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

•Administrative Fee (up to \$100 or 5%, whichever is less)	+
•Documented Cost of Unreturnable Equipment	+ <i>60</i>
•Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal)	+
TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only):	=

60
Pro Rata/Federal Refund Institutional Costs:

<i>1260</i> A	—	<i>60</i>	=	1200 A1
Total Institutional Costs		Total Excludable Inst. Costs		

*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

PRO RATA REFUND CALCULATION WORKSHEET

STEP ONE

Unpaid Charges

*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)

	1260	Total Institutional Costs (from Withdrawal Record)	(A)
—	960	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)	(C)
=	300	Student's Scheduled Cash Payment (SCP)	
—	300	Student's Cash Paid (from Withdrawal Record)	
=	0	UNPAID CHARGES	

STEP TWO

Refund Amount

Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.

	1200	Pro Rata Institutional Costs (from Withdrawal Record)	(A1)
X	50%	% to be Refunded (from the Portion That Remains)	
=	600	Initial Refund Amount	
—	0	Unpaid Charges (from Step One)	If this amount is negative, the school may bill the student for that amount. No refund is due.
=	600	ACTUAL REFUND TO BE DISTRIBUTED	

REFUND DISTRIBUTION—Prescribed by Law and Regulation

TOTAL REFUND	600
1. Federal SLS Loan	
2. Unsubsidized Federal Stafford Loan	
3. Subsidized Federal Stafford Loan	600
4. Federal PLUS Loan	
5. Unsubsidized Federal Direct Stafford Loan	
6. Subsidized Federal Direct Stafford Loan	
7. Federal Direct PLUS Loan	
8. Federal Perkins Loan	
9. Federal Pell Grant	
10. FSEOG	
11. Other Title IV Aid Programs	
12. Other Federal, state, private, or institutional aid	
13. The student	

REPAYMENT CALCULATION WORKSHEET

STEP ONE

Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)	EXPENSES ACTUALLY INCURRED (from school's repayment policy)
Room & Board.....	X	=
Books & Supplies.....	X	=
Transportation.....	X	=
Personal/Living/Misc.....	X	=
TOTAL COSTS (B)	2205 X	50% = 1103
		TOTAL INCURRED

STEP TWO

Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

1638	Total Aid Paid as Cash (from Withdrawal Record) (E)
121	Cash Paid from FFEL/Direct Funds
1517	TOTAL CASH DISBURSED

STEP THREE

Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

1517	Total Cash Paid to Student (from Step Two)
1103	Total Costs Incurred (from Step One)
414	REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is less than \$100, the student owes no repayment.

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT	414
1. Federal Perkins Loan	283
2. Federal Pell Grant	131
3. FSEOG	
4. Other Title IV Aid Programs	
5. Other Federal, State, private, or institutional aid	